

**Department of the Interior, U.S. Fish and Wildlife Service Job Analysis**

Title: Office Assistant (OA)

Series: 303

Grade: GS-5

Org Code:

Position Number: R3-34

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Participates in preparation of Annual Work Plans and other budgetary material; keeps accounting records; responsible for property records and prepares acquisition and disposal papers; assists with personnel documents and records; handles travel forms, serves as principal cashier.	Knowledge of various administrative support functions, such as budget, procurement, property, personnel (including Time and Attendance, travel, and imprest fund)	Yes	No	1	Required for this position
See above	Ability to interpret and apply various instructions, procedures, and regulations in order to perform various administrative functions.	Yes	No	1	Required for this position
For above duties as well as preparing correspondence, maintaining records, compiling data, and preparing reports.	Ability to plan, organize coordinate, and prioritize a wide variety of work.	Yes	No	1	Required for this position.
Serves as office receptionist; prepares routine correspondence on administrative matters; and provides personnel information to employees.	Ability to communicate both orally and in writing.	Yes	No	1	Required for this position
Uses personal computers for word processing, database management, charts, and telecommunications.	Skill in the use of personal computers to perform word processing, database management spreadsheets, and charts. etc.,	Yes	No	1	Required for this position